

ALASKA DEPARTMENT OF FISH AND GAME – GROUND FISH REPORTING REQUIREMENTS 2000

The following information is intended as a guide to aid the prospective fisher, buyer, processor, and/or exporter of groundfish with the reporting and permitting requirements of the State of Alaska. This is only a guide and not a complete summary of all applicable State regulations. For additional clarification, contact your nearest ADF&G office.

BACKGROUND

A person, company, firm or other organization who is the first purchaser of raw fish, or who catches and processes fish or byproducts of fish or who catches and has fish or byproduct of fish processed by another person or company is required to annually complete and submit an ALASKA SEAFOOD PROCESSOR AND EXPORTER LICENSE AND PERMIT APPLICATION, INTENT TO OPERATE. Likewise, a person who transports an unprocessed seafood or fishery product outside of Alaska must also complete this application. Once submitted, a unique processor identification number is issued with a metal plate to be imprinted on the Fish Ticket at the point of sale or landing. The plate contains the processor code, the processor name and the valid year date.

Bait or dockside sellers (fishers who catch and sell unprocessed product, such as sales to the general public dockside or bait sales to other commercial fishers) must complete and submit the CATCHER/SELLER APPLICATION. Once submitted, a unique processor identification number is issued.

Only licensed processors or catcher/sellers may obtain ADF&G Fish Tickets. License and Permit Applications are available from ADF&G. Requests should be made to:

David Petree, (907) 465-6131

Please refer to page 4 of the License and Permit Application, Intent to Operate, for additional information on obtaining Fish Tickets.

Fish Tickets are documents of landing, harvest and sale which are considered confidential and are protected from unauthorized disclosure under Alaska Statute AS 16.05.815. The Fish Ticket is considered a legal document and requires the signature of the permit holder (skipper or operator) and the receiver (buyer).

Subject to confidentiality constraints, the information recorded on Fish Tickets is used by fisheries managers, biologists, industry (both processors and fishers), and economists. Managers use the information as a guide to harvest activities (extraction from the resource) and yield from those resources. Biologists use harvest data to assess stock viability and conditions for sustainable yield, while industry uses the information to determine the value of a fishery based on market conditions. Economists use pricing information to assess value of a fishery and economic effects to communities and users of the resource. Fishers benefit from the Fish Ticket by being able to prove past participation in fisheries for limited entry/moratorium/quota allocation programs, if and when they arise.

Selected Alaska Statute, Sec. 16.05.680 (b) states: A person may not knowingly enter false information on a Fish Ticket or supply false information to a person who is recording information on a Fish Ticket. All required elements of the Fish Ticket must be completed prior to submission to the nearest local ADF&G office within seven days of the landing date.

Documentation of Harvest on Fish Tickets

Groundfish harvest is recorded on a “G” - Groundfish Fish Ticket. The “P” ticket was developed specifically for halibut and may be utilized to document sablefish harvest. As a general rule, Fish Tickets must be submitted for all sales and/or processing of fish within the State of Alaska. The State of Alaska boundary extends three nautical miles from shore. Additionally, the State maintains authority over groundfish harvested within the Inside waters of Southeast Alaska - in Dixon Entrance. The State also maintains authority over certain fisheries in federal (Economic Exclusive Zone) waters. These fisheries include the targeted harvest of :

- a) Lingcod
- b) Demersal Shelf Rockfish---Southeast Alaska, NMFS Reporting Areas 650 and 659
(Canary, China, Copper, Quillback, Rosethorn, Tiger, and Yelloweye)
- c) Black and Blue Rockfish

Harvest must be recorded on a Fish Ticket and submitted within seven days to the closest local ADF&G office. Completion and submission of a Fish Ticket is required for:

- shorebased processing facilities within the State of Alaska (including Alaska State Waters);
- catcher/sellers conducting sales to the general public dockside or bait sales to other commercial fishers;
- exporters of unprocessed fish (live or raw)
- catcher/processor vessels operating within Alaska state waters;
- catcher/processor vessels operating outside of 3-miles targeting:
 - 1) Demersal Shelf Rockfish – Southeast Alaska, NMFS Reporting Areas 650 and 659.
 - 2) Black and/or Blue Rockfish
 - 3) Lingcod
 - 4) any groundfish in Dixon Entrance in Southeast Alaska
 - floating processor/buyer vessels operating within 3 miles;
 - floating processor/buyer vessels operating outside of 3 miles mentioned in d);
 - all harvest in State or Federal waters connection with a Community Development Quota fishery;
 - mothership operators, per NMFS regulations, 67935.

Additionally, all CDQ operators must complete and submit Fish Tickets at least once a week. (See the CDQ section of this document.)

ADF&G also maintains records of harvest submitted on Fish Tickets where the reporting of harvest may not be required (voluntary reporting). For example, individuals, vessels and processors operating in some fisheries solely in the EEZ (managed by NMFS) may wish to report harvest on Fish Tickets to document participation in these fisheries.

If you have questions regarding the Alaska Seafood Processor and Exporter License and Permit Application, contact David Petree at (907) 465-6131 Fax (907) 465-2604. Direct questions regarding ADF&G Fish Tickets to Division of Commercial Fisheries at (907) 465-4210.

INSTRUCTIONS FOR COMPLETION OF THE ADF&G FISH TICKET

1999 - 2000 series

Following are requirements for completion of an ADF&G Series “G” and “P” Fish Ticket as required by 5 AAC 39.130. If you are unsure of proper procedures, contact the local ADF&G office representative. ADF&G office locations, addresses and telephone numbers are provided in the attachment to this document. Tickets that are not completed in the proper format, or are incomplete, are subject to prosecution under non-compliance regulations.

The ADF&G Fish Ticket is to be completed at the time of landing and submitted within seven days to the ADF&G local office in the area where the fish were harvested.

Vessel Name – the name of the vessel utilized to harvest the documented catch. The vessel name should correspond to the ADF&G vessel number referenced on the CFEC permit card (item 2) and/or the ADF&G Vessel Number (item 4), and must be hand written in the space provided when a different vessel name from that listed on the CFEC permit.

Commercial Fisheries Entry Commission (CFEC) Permit Number – an imprint of this card is required by State regulations (5 ACC 39.130c(9)) for all tickets submitted. The card contains information regarding the fishery name, name of the licensee, fishery/permit number and ADF&G vessel number. It is **MANDATORY** that the permit card be imprinted onto the fish ticket. It may not be handwritten or typed. If you do not have an imprint machine, you can make the imprint by aligning the card in the appropriate area underneath the ticket and then rub over the top of the ticket with a pencil. The permit information must be **legible**.

The permit card must be current for the calendar year and appropriate to the area, gear and harvest.

CFEC regulation (20 AAC 05.110) requires that **each** IFQ quota shareholder jointly fishing quota shares on a single trip possess a valid interim-use permit. Each shareholder fishing IFQ quota shares must complete a separate Fish Ticket for his or her portion of the harvest, checking the box titled “Multiple IFQ Permits” to identify the tickets as representing a single landing.

In order to document sablefish and halibut harvest from a single trip on separate CFEC interim-use permit cards, separate Fish Tickets must be completed and submitted, noting on each ticket that the record represents **a portion of the delivery** by checking the box titled “Partial Delivery”.

CDQ Number (if applicable) – the CDQ number **must be provided** if the landing originates from a Community Development Quota (CDQ) harvest. A fish ticket must record only one CDQ harvest, in other words, more than one quota fished simultaneously requires separate fish ticket documentation. CDQ and non-CDQ harvest may not be recorded on the same fish ticket. CDQ harvest requires no unique species codes.

ADF&G Vessel Number – the vessel number utilized to harvest the documented catch. The vessel number should correspond to the Vessel Name (item 1), and must be hand written in the box provided when a different vessel number from that listed on the CFEC permit.

ADF&G Processor Code and Company – an imprint of the processor code/company name and valid year plate issued upon the completion and submission on the Alaska Seafood Processor and Exporter License and Permit Application, Intent to Operate. The processor code must be imprinted on the ticket as described in item 2, listed above. Handwritten codes are NOT considered acceptable.

Date Fishing Began – the month and day (and year) on which fishing began, **when the gear went into the water**.

Date Landed – the month and day (and year) on which the fish were off-loaded or trans-shipped from the catcher vessel to the purchaser (i.e. mothership processor). If the off-load process takes more than 1 day, enter the day on which the off-load ended.

Port of Landing or Off-Shore Operation Type – The location where the fish were off-loaded from the catcher vessel to land (i.e. the shorebased plant location, buyer station location). The port of landing for tender operations is the location of the shorebased plant. If at sea, the port is defined as the type of operation:

FLD – Floating Processor or Mothership

FCP – Floating Catcher Processor

IFP – Inside Alaska State Waters/ Floating Processor
(to be utilized when processing inside state waters)

FLB – Bait seller at sea

Type of Gear Used – specify the type of gear utilized to harvest the catch being recorded. Each gear type requires the initiation of a new fish ticket. Utilize only ADF&G gear codes as provided on the front cover of each groundfish fish ticket booklet.

Statistical Area – also referred to as the Stat Area, is the six-digit ADF&G groundfish statistical area denoting the actual area of catch. Groundfish statistical area charts may be obtained from your local ADF&G office. National Marine Fishery Service (NMFS) and Halibut Commission (IPHC) reporting area codes may not be utilized to substitute for ADF&G statistical area codes. You may enter the area of catch in either of two ways:

A) **Statistical Area Worksheet** – in the top right corner of the “G” and “P” ticket, you will find a grid labeled “Statistical Area Worksheet”. This area may be utilized to document a single statistical area or multiple statistical areas. The recording of multiple statistical areas in the Worksheet requires that the following criteria be met:

- 1) the species that are being caught and discarded are equally distributed across **all** Statistical Areas fished; and
- 2) all Statistical Areas fished are open to the species fished.

If the above criteria are met, enter all of the Statistical Areas that were fished in the boxes labeled “Areas”, and enter the estimated percentage of the catch taken in that area in the boxes labeled “%” that correspond to the appropriate Statistical Area. The sum of the itemized “%” column must equal 100%. If all of the species recorded on the ticket were from one single Statistical Area, enter that area as 100%.

If you utilize the “Statistical Area Worksheet”, there is no need to enter the Statistical Area code anywhere else on the Fish Ticket.

Stat Area Column – within the body of the ticket (rows and columns to record catch) is an area to record Statistical Area. If the above criteria are not met, you **cannot utilize** the “Statistical Area Worksheet” method to record the area of catch. In this case, you must list all of the applicable Statistical Area codes in the corresponding column on the Fish Ticket for each species caught in that area.

At sea processors frequently remain at sea for several days or weeks, and harvest from several statistical areas. When the vessel has harvested fish from ten statistical areas, a Fish Ticket must be completed. Each Fish Ticket may be utilized to document only ten statistical areas of harvest. Upon harvesting from an additional statistical area(s), begin a new Fish Ticket.

Partial or Split Delivery – The harvest from a single fishing trip can be documented on more than one fish ticket, either split among IFQ quota shareholders, divided for multiple fishery bycatch caps or

permits, or delivered to more than one processor. To assist ADF&G in the determination of effort and for enforcement purposes, all tickets that represent only a portion of the fishing trip's harvest **MUST** indicate so on all affected Fish Tickets.

If the vessel's harvest was divided among several IFQ shareholders' permits, check the box labeled "Multiple IFQ permits". If the Fish Ticket represents only a portion of the vessel's trip catch (multiple deliveries to the same processing plant or more than one processor, or multiple permits other than IFQ), check the box labeled, "Partial Delivery".

Just below the check box, in the space labeled "Ticket #", write the Fish Ticket number(s) of all other tickets representing the fishing trip's harvest. The Fish Ticket number is located on the upper right hand corner of each ticket (begins with a "G", "J" or "P"). The space provided for processor company name can be utilized for additional Fish Ticket numbers.

If the harvest was delivered to another processing plant, provide the name of the other processing plant.

GENERAL COMMENTS REPORTING POUNDS ON GROUND FISH FISH TICKETS

The ADF&G Fish Ticket is designed to record the LANDED weight of the catch. In other words, the processor should indicate the weight of the catch and the delivery condition of the fish at the point the catch is weighed. For example, if the catch is bled at the time of weight, indicate the pounds of catch and the appropriate delivery condition code, bled = "03". The delivery condition code identifies a rate utilized to compute the landed catch to whole weight.

Many at sea catcher processors weigh catch after it has been processed into product and at the time of off-load. Again, record the weight of the catch and the delivery condition of the fish at the point it is weighed. For example, if the catch has been processed and is in the form of deep skin fillets at the point it is weighed, indicate the pounds of the catch (the fillets) and the appropriate delivery condition code, deep skin fillets = "24".

Round (whole) weight will be computed from the landed pounds and the appropriate product recovery rate associated with the reported condition code. In other words, landed pounds divided by the condition code recovery rate = whole fish weight.

Incorrect reporting of round weight with a processed product delivery condition code may result in significant (**over**) miscalculation of the actual weight of the catch, with possible implications for season closure and tax assessment.

Species – list the catch by species from the ADF&G Fish Ticket Codes, Groundfish/Shellfish, dated **2000**. The specific species code must be indicated and is very important for management purposes. Group codes, such as, shallow or deep-water flatfish, general flounder, unspecified (demersal, pelagic or shelf) rockfish, **may not** be utilized. All species – including landed harvest, discards at sea and at the dock, personal use, and retained bait -- must be specifically identified and recorded on the Fish Ticket.

Discards at sea and at the dock must also be recorded in pounds on the Fish Ticket.

Prohibited species must be identified, discarded at sea and recorded on the Fish Ticket as "**each animal**" and if possible, as pounds. Please indicate or label the entry for Prohibited Species as "Each" or "Ea." and "Pounds" or "LB".

Harvest retained for personal use consumption (code 95) must be recorded in pounds on the Fish Ticket.

Harvest caught prior to directed fishing or incidentally caught throughout the fishing trip and retained or utilized for bait (code 92) must also be recorded in pounds on the Fish Ticket.

Contact ADF&G groundfish biologists at your local office for further clarification on an unknown species and the applicable code.

Condition Code (Cond. Code) – enter the ADF&G condition code that best describes the condition of the catch at the point it is weighed. Please reference the ADF&G Fish Ticket Codes Groundfish/Shellfish, dated **2000** for the appropriate code.

Codes that indicate the fish was **WHOLE OR ROUND WEIGHT** at the point weighed include:

- 01 – Whole Fish/Food Fish
- 02 – Whole Fish/Bait Sold
- 41 – Whole Fish destined for fish meal production
- 42 – Bled Fish destined for fish meal production
- 86 – Donated Prohibited Species
- 92 – Whole Fish retained for Bait – not sold
- 95 – Personal Use – not sold
- 98 – Discarded at Sea
- 99 – Discarded Onshore – after delivery/before processing

Condition codes c) through h) indicate how the catch was utilized – its disposition. If the catch was not in a whole weight state at the point weighed, please hand write on the ticket the condition. For example, if the fish are destined for fish meal production but not in a whole fish condition record on the ticket condition code “41” and hand write “Bled” in available space next to the species code.

At Sea Processors:

The following condition codes are considered ancillary products (to the primary product) only and are not converted to whole weight:

- 14 – Roe only
- 15 – Pectoral Girdle only
- 16 – Heads only
- 17 – Cheeks
- 18 – Chins
- 19 – Belly
- 34 – Milt
- 35 – Stomachs
- 39 – Bones

The following condition codes **require** a product designation code of **Primary** – “**P**” indicating that this is the designated product made from each fish; or **Ancillary** – “**A**” indicating that this is the secondary product in addition to the Primary product from the same fish:

- 31 – Minced Fish
- 32 – Fish Meal
- 33 – Fish Oil

The “**P**” or “**A**” may be written next to the condition code.

Pounds – enter the LANDED weight (scales weight) in pounds. Harvest, sold or discarded, may **not** be entered on a Fish Ticket in metric tons.

Price – enter the price paid/received **per pound** for the recorded weight.

Amount – enter the monetary amount paid/received – the calculation of the pounds multiplied by the price per pound.

Signature of the Permit Holder – the permit holder making the delivery must sign the Fish Ticket here.

Fish Received By – the signature of the person authorized by the licensed purchaser and/or processor to receive the catch must sign the Fish Ticket here. No signature is required if the operation is exclusively in the EEZ (voluntary reporting - not required to submit Fish Tickets) and transshipped.

Overages – If a bycatch overage has been determined at the time of delivery, the overage must be documented as a separate item on the fish ticket. **The species, delivery condition, pounds and price must be reported. The overage item(s) must be highlighted and marked with the word “overage”.**

Southeast Alaska Processors - if the overage relates to a state managed fishery please contact the Sitka office of ADF&G for instructions (907) 747-6688.

FISH TICKET REVISIONS AND OVERAGES

The processor must provide ADF&G with any revisions to previously submitted Fish Tickets, including overages. The revised Fish Ticket should be a photocopy of the original fish ticket. The photocopy should clearly indicate in the body of the Ticket, “Revision”. The correction or revision should be highlighted.

All overage adjustments to ADF&G Fish Tickets must be revised and submitted to the ADF&G office of original submission. **The species, delivery condition, pounds and price must be reported. The overage item(s) must be highlighted and marked with the word “overage”.**

CDQ SPECIFIC FISHERIES

Completion of an ADF&G Fish Ticket is **required** for all harvest in connection with a CDQ (Community Development Quota) fishery. Tickets should be completed following the instructions provide in this document. Price per pound and amount **must** be provided for all purchased CDQ harvest. Following are additional requirements for completion of an ADF&G Series “G” and “P” Fish Ticket as required by 5 AAC 39.130 and 5 AAC 16.05.675. If you are unsure of proper procedures, contact the local ADF&G office representative. ADF&G office locations, addresses and telephone numbers are provided in the attachment to this document. Tickets that are not completed in the proper format, or are incomplete, are subject to prosecution under non-compliance regulations.

CDQ AND NON-CDQ HARVEST MAY NOT BE REPORTED ON THE SAME FISH TICKET.

MULTIPLE CDQ CORPORATION HARVEST MAY NOT BE REPORTED ON THE SAME FISH TICKET.

The CDQ Corporation number **must** be provided in the labeled box.

No unique CDQ species or condition codes are required to document catch.

ADF&G Fish Tickets must be completed once a week or when harvest has occurred in ten statistical areas.

All other requirements as listed above (items 1 through 18).

MOTHERSHIP OPERATIONS

Mothership operators should follow NMFS regulations, 679.5(m), for direction on the completion of ADF&G Fish Tickets.